

LOWELL PUBLIC SCHOOL DISTRICT
LOWELL, MASSACHUSETTS

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR INTERIM SUPERINTENDENT

JULY 1, 2023 - JUNE 30, 2024

Personal Information:

Name Kimberly Organek Home Phone 603-560-6788
Address 4 Marshall Road Office Phone 603-883-7765
Hampstead NH 03841 Cell Phone 603-560-6788
city state zip
Email Address kimberlyorganek@gmail.com
How may we contact you? ☐ at work ☐ at home ☒ by e-mail ☒ by cell phone

Certifications Held

Certification	State
<u>Superintendent, Principal, K-8 Teacher</u>	<u>NH</u>
<u>Principal PK-12</u>	<u>MA</u>
<u>Superintendent</u>	<u>CT</u>

Are you licensed as a superintendent in Massachusetts? ☐ YES ☒ NO

Are you eligible for licensure as a superintendent in Massachusetts? ☒ YES ☐ NO

If not, have you submitted an application for certification as a superintendent in Massachusetts? ☒ YES ☐ NO

Date of application: 5/30/2023

Current School District Information:

Are you presently under contract to a school district? yes
If yes, when does your contract expire? 6/30/2025
Name of District Hudson School District
Position Assistant Superintendent

Academic and Professional Training:

High School(s), Colleges, Universities Attended	Location	Degree
Pinkerton Academy	Derry, NH	Diploma
Emerson College	Boston, MA	BFA
Boston College	Chestnut Hill, MA	M.Ed.
University of NH	Durham, NH	CAGS

Professional Experience:

No. Years	Dates From/To	Position	School District
3	6/2020 - current	Assistant Superintendent	Hudson, NH
5	8/2015-6/2020	Executive Director/Director/Turnaround Principal	Manatee County, FL
2	7/2013-6/2015	Principal	Manchester, NH
2	7/2011 - 6/2013	Assistant Principal	Hooksett, NH
3	7/2008 - 6/2011	Assistant Principal	Manchester, NH

Other Relevant Work Experience and Achievements:

Manchester NH Excellence in Education Award

Turnaround Principal proven success

Memberships in Professional Organizations:

ASCD/NHASCD

NHSAA

NHASP

References:

Please list below the names and addresses of three persons who have knowledge of your professional competence and character, whom we may contact should you become a finalist.

Name Dan Moulis Address 20 Library St Hudson, NH
Relationship Supervisor Phone Number [REDACTED]

Name Larry Russell Address NH/FL
Relationship Former Supervisor Phone Number [REDACTED]

Name Sandra Johnstone Address 20 Library Street Hudson, NH
Relationship Colleague Phone Number [REDACTED]

Release of information:

Please check one box:

Upon request from the media, I ☒ do ☐ do not give permission to the school committee to release my resumé.

A complete application form includes the following:

- ☒ 1. A completed and signed application form.
- ☒ 2. An up-to-date resume.
- ☒ 3. A copy of the candidate's Massachusetts superintendent license, or evidence that the candidate is eligible for licensure as a superintendent in Massachusetts and has submitted his/her application to the Department of Education.
- ☒ 4. Evidence of highest degree earned (copy of diploma, license and/or certificate).

All application documents listed above must be received in the MASC office on or before **May 31, 2023** at 3:00pm.

**Please note: MASC does not maintain an applicant file for use in future searches.
A new application and application materials listed are required for each search.**

I understand that, under the requirements of the Massachusetts Open Meeting Law, should I become a finalist, certain facts of my application will become public information and that the school committee may request a copy of my transcripts.

Signature  Date 5/31/23

Send all information to:

Lowell Public Schools Search
c/o Glenn Koocher
MASC
One McKinley Square
Boston, Massachusetts 02109
Telephone: (617) 523 – 8454; (800) 392 – 6023
FAX: (617) 702 – 4111

Email all information to Ann-marie Martin: amartin@masc.org

For further information please contact Glenn Koocher at gkoocher@masc.org (617-733-0497)

Please do not contact school committee members or members of the school administration.

4 MARSHALL ROAD
HAMPSTEAD, NH 03841
PHONE 603.560.6788 • E-MAIL KIMBERLYORGANEK@GMAIL.COM

KIMBERLY ORGANEK

OBJECTIVE

To serve as the Interim Superintendent in Lowell, using my more than twenty years of experience in education and school improvement to create an equitable and high quality education for all students.

PROFESSIONAL ADMINISTRATIVE EXPERIENCE

2020 - Present Hudson School District/SAU 81 Hudson, NH

Assistant Superintendent for Curriculum & Instruction

- Advise the Superintendent on the development of instructional policies and system-wide instructional goals and objectives that would achieve academic excellence. Direct, organize, and coordinate instructional planning and educational standards in collaboration with school leadership teams. Develop and align a recursive curriculum framework that provides meaningful and challenging learning for all students, increase access to technology, and provide the foundation for future learning.
- Evaluate and identify student educational needs in the district through the review and assessment of instructional materials and current instructional methods; implement state, federal and local instructional requirements; strategize, develop and recommend methods of improvements. Coordinate subsequent budget development to meet short and long-term goal planning with the Superintendent of Schools and the Business Administrator.
- Review and seek out Requests for Proposals (RFPs) for grants from state, federal and private sources; prepare proposals; administrate grants within state and federal guidelines by preparing budget documentation, processing purchase requests, and reviewing reports and assurances. Evaluate state and federal grants relative to the improvement of curriculum and instruction.
- Lead the creation, design and implementation of staff professional development initiatives through collaboration with district stakeholders to support instructional programming. Provide guidance utilizing current practices and strategies in educational programs.
- Create and monitor five-year master professional development growth plan and staff evaluations for all administrative, professional staff and paraprofessional staff.
- Develop and implement annual New Teacher Orientation for newly hired teaching and administrative staff, develop and monitor the Mentoring Program for staff members new to the district.
- Coordinate Site Based Plans for new hires seeking certification.
- Supervise the Literacy Program, Federal Title programs and the English Speakers of Other Languages (ESOL) program. Facilitate Professional Learning Communities (PLCs) for Assistant Principals, Instructional Coaches, Tech Integrators, Interventionists and Tutors, ESOL staff, literacy specialists, Title I staff, Library Media Specialists. Responsible for the supervision and performance evaluation of the Title I Coordinator, ESOL Department Head, Instructional Coaches, Technology Integration Specialists, Project AWARE Coordinator, At-Risk Coordinator, Career Development Coordinator, Athletic Director, Director of Music, and Director of School Counseling.
- Oversee administration of and compliance with regulations for homeschooled students of the district.
- Oversee the successful implementation of Hudson School Board educational goals and objectives.
- Attend and participate in all meetings of the school board. Prepare and submit to the board necessary and relevant educational information and reports required to ensure informed decision making. Inform and advise the board about programs, practices, problems, and the need for new or revised policies.

2015-2020 Manatee County Schools Bradenton, FL

Executive Director, Curriculum & Professional Learning

- Provide leadership and oversight for the district curriculum, instructional materials, media services, federal programs and grants, and professional development.

- Maintain and develop an awareness of the resources available through federal, state and private agencies to enhance student achievement and school performance.
- Coordinate cross functional support teams for schools designated as low performing.
- Develop, recommend, supervise and administer the multi-million dollar budget for the functioning of the department.
- Assist and support school personnel in analyzing data for continuous improvement of student achievement.
- Monitor and communicate trends, benchmark and comparison data in the areas of curriculum, instruction and assessment and improvement activities.
- Prepare a district-wide analysis of student achievement (based on FSA and other accountability measures).
- Work cooperatively with the district and school personnel to facilitate the district's professional development.
- Coordinate Instructional Technology, Assessment, Curriculum, Professional Development and other departments to improve instructional programs and schools performance.
- Work collaboratively with other departments/divisions to assist schools in obtaining needed support and services.
- Contribute to district and school initiatives to support systemic improvement and school improvement planning.
- Assist in the interpretation of programs, philosophy, and policies of the district to staff, students, and the community.
- Provide oversight and direction to the Curriculum and Professional Learning departments in curriculum development and implementation.

Director of Elementary Curriculum & Professional Learning

- Provide leadership, direction, and oversight for the overall activities of planning, developing, coordinating, implementing, and evaluating K-5 curriculum and instruction.
- Facilitate the development, implementation, and evaluation of staff development activities in K-5 curriculum, instruction, and professional learning.
- Provide direction in District compliance issues related to state and local legislation and policies.
- Supervise assigned grants and special projects.
- Initiate the development of goals, objectives, and strategies for the department.
- Provide support for the improvement of instructional services in the District, including training, monitoring, modeling, and technical assistance.
- Collaborate with other departments and divisions to accomplish goals and priorities for student performance.
- Develop, recommend, supervise, and administer the budget for the functions in this department.
- Assist in the interpretation of programs, philosophy, rules, and procedures of the District to staff, students, and the community.
- Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- Work closely with District and school staff to support school improvement initiatives and processes.
- Keep well informed about current trends, best practices, research, laws, and rules related to K-5 curriculum, and instruction and professional learning.
- Disseminate information and current research to appropriate personnel.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

Turnaround Principal

- Lead the school's vision, mission, and strategic goals to support college-readiness and academic and socio-emotional success for all students
- Drive rapid and dramatic instructional improvements by implementing strategies in line with the priority areas identified in the School Turnaround Plan
- Support and supervise the design of rigorous, standards-based instruction with measurable outcome
- Implement an observation and feedback cycle that ensures continuous improvement in teaching and learning
- Analyze student achievement results to identify areas of need and inform school improvement efforts;
- Develop and implement a professional development plan to address identified areas of need
- Develop a collegial environment that supports teacher leadership, collaboration, and growth.

- Ensure a safe and nurturing environment for students, staff, and families
- Oversee the recruitment and hiring of diverse, highly-qualified staff
- Strategically align people, time and money to drive student achievement
- Apply teacher and staff performance management systems in a way that ensures a culture of continuous improvement, support, and accountability
- Comply with all state and federal laws, policies, and collective bargaining agreements
- Actively advocate for and engage family and community
- Strengthen teacher and staff capacity to cultivate and sustain meaningful partnerships with families of diverse backgrounds and with community members that support student achievement and student well-being
- Manage partnerships with local community organizations

District Instructional Specialist - Elementary

- Assess student instruction and administer school support programs
- Guide school leadership teams in creating their School Improvement Plan
- Review and monitor School Improvement Plans
- Compile, manipulate and analyze data
- Facilitate professional development for individual school
- Support principals and site based leadership teams in all areas of instructional leadership based on focused instruction. This includes providing professional development; supporting the construction of the school improvement plan, supporting the use of data by site leaders and teachers, and providing one on one coaching to site leaders.
- Collaborate with instructional leadership teams to identify instructional strengths and challenges of the school and particular teachers.
- As an active member of a zone based team; assist in identifying strengths and challenges across the zone and plans and implementing strategies to address the challenges.
- Support building administration in all aspects of the teacher evaluation process, including classroom observations, pre and post-conferencing with teachers, analyzing data and student work.
- Ensure the implementation of focused instruction at each site.
- Work directly with academic content leads and other directors in the academic departments.

2013 – 2015 Manchester School District Manchester, NH

Henry Wilson Elementary School

Principal

- Instructional Leader for 450 students grades K-5, sixty-five staff members
- Obtained School Improvement Grant (SIG) for the Wilson School – a Title 1 School with 90% free and reduced lunch rate
- Secured \$35,000 grant from Lowes for facility security upgrades
- Developed Innovation Plan for the school's success as a Priority School in the State^[1]
- Implemented the Leader in Me in the school to improve culture and climate of the building and increase student achievement, attendance rates, and reduce behavior issues
- Facilitated PLCs focusing on data and improving student academic outcomes
- Managed NWEA testing for the building and led teachers through data analysis of the results and creating an action plan for student targets
- Collaborated with staff to develop school's mission, vision, and Student Learning Objectives (SLO)
- Trained staff in creation of SLOs^[1]
- LEA for Special Education meetings^[1]
- Facilitated curriculum development and implementation of Manchester Academic Standards
- Planned school wide events to improve school visibility within the city and increase school pride^[1]
- Established a Parent Engagement Committee to increase parental participation within the school community
- Recruited parents to attend the Partners In Education monthly meetings^[1]
- Implemented a new Danielson evaluation model used to observe and evaluate teachers^[1]
- Recruited and hired new staff^[1]
- Trained District staff in Nonviolent Crisis Physical Intervention^[1]

- Collaborated with District Facilities Engineer to design structural improvements to the school to improve school security/student safety

Southside Middle School

Principal

- Instructional Leader for school of 820 students grades 6-8, ninety staff members
- Credited with bringing Southside out of Priority School status with the NH Dept. of Education
- Piloted School Administrative Management (SAM) model for the state of New Hampshire Department of Education
- Collaborated with NH Department of Education in implementing the Seven Turnaround Principles as a newly identified Priority School (formerly SIG)
- Managed an ongoing \$1million SIG grant that was ongoing, planned for continuation of grant entering 4th year of an original three year timeline
- Recruited and hired new staff
- Facilitated content area Professional Learning Communities (PLC)
- Implemented a new Danielson evaluation model used to observe and evaluate teachers
- Created and presented professional development opportunities for faculty on Common Core and RTI
- Formed a Data Team to collect and analyze student achievement data in order to develop intervention plans
- Reorganized physical space of school to better suit student needs – increasing student accessibility to key staff in the building
- Created a new master schedule to accommodate the implementation of RTI
- Established a behavioral/academic intervention program for at-risk students
- Created an afterschool enrichment program and developed a summer enrichment program
- Designed professional development opportunities to address the culture/climate needs of the school; includes the founding of the Faculty Forum
- Contributed to the development of the Manchester Middle School Vision, as a member of the District's Middle School Innovation Team
- Trained District staff in Nonviolent Crisis Physical Intervention

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

NH Superintendent, NH Principal, NH Teacher K-8; CT Superintendent, CT Principal; FL Principal, FL Educational Leadership, FEMA Emergency Management Independent Study, HQT Middle School Social Studies, Language Arts, Math, Harvard University Turnaround Leadership Institute and Urban Leaders Institute

PROFESSIONAL MEMBERSHIPS

ASCD, NHASP, NHSAA, NHSAA Professional Development Committee

AWARDS RECEIVED

2008 Excellence in Education Teacher Award, Charles Marston Scholarship

EDUCATION

EdD University of Virginia currently enrolled, focus Education Innovation

CAGS University of New Hampshire *Education Leadership and Supervision*
Golden Key International Honour Society

M.Ed. Boston College *Curriculum and Instruction*

BFA Emerson College *Musical Theatre*
Gold Key Honor Society



Inquiry - Activity Summary

[ELAR Home](#) • [Logout](#)

Personal Information

Cohort Year: **None** RETELL License Restrictions: **No**

If any of this information is incorrect or incomplete, please click **EDIT** button to update it. [edit](#)

†MEPID:	53357265	Retired:	No
Name:	Kimberly Organek	SSN:	XXX-XX-XXXX
Date of Birth:	January 24, 1971	Massachusetts License #:	407021
Gender:	Female	Race/Ethnicity:	Not Reported
Address:	4 Marshall Road, Hampstead, NH, 03841, USA		
Telephone Number:	603-560-6788	Email:	kimberlyorganek@gmail.com

The Department of Elementary and Secondary Education strongly encourages you to provide and communicate to us via email so that we can enhance our service to you. Please verify that your email address is correct.

† A MEPID or Massachusetts Education Personnel ID is a unique identifier assigned to all educators and to school district staff in Massachusetts. MEPIDs were developed as part of the Education Personnel Information Management System (EPIMS) and enable the collection of educator and staff data at the individual level from school districts to the Department. For more information on MEPIDs and EPIMS, visit the EPIMS homepage on the ESE website.

Pursuant to G.L. c. 62C, § 47A and G.L. c. 119A, § 16, the Department of Elementary and Secondary Education is required to obtain your Social Security Number (SSN). Your SSN may be used to facilitate the authorized sharing of information with designated agencies for the following purposes: compliance with tax laws; reporting of licensure disciplinary actions and denials to the National Association of State Directors of Teacher Education & Certification; and compliance with child support laws. If you do not have an SSN, you must contact the Licensure Office at 781-338-6600.

Education

To enter or update the education information, please click **EDIT** button. [Edit](#)

Country	State/Province	College/ University/ Institution	Major	Degree/Diploma Earned/Expected	Month/Year Earned
United States of America	Massachusetts	Boston College	Education	Master	7 / 1999
United States of America	New Hampshire	University Of New Hampshire-Main Campus	Educational Leadership	CAGS	5 / 2009

License Action

For additional information about educator conduct, including how the action may affect the educator's eligibility for employment, please [Click Here](#)

Note to School Districts: License Action table has data starting from 1/1/2007. Before making employment decisions based on this data, particularly data that indicates a status of revoked, denied, limited or suspended, please confirm its accuracy. For current license status, please see the **Activity History** table at the bottom of the screen. If you notice any inaccuracy, please contact the Department immediately by sending an email to clarinquiries@mass.gov.

³²Note: Appropriate date on file.

Application Type	Activity	Credential	Date Applied	Date Issued	Status	Date of Action
None found.						



Activity History

For a general description of common ELAR statuses, please [Click Here](#).

Note to School Districts: Before making employment decisions based on this data, particularly data that indicates a status of revoked, denied, limited or suspended, please confirm its accuracy. If you notice any inaccuracy, please contact the Department immediately by sending an email to elarinquiries@mass.gov.

****Note:** Appropriate date on file.

Application Type	Activity	Credential	Date Applied	Date Issued	Status	Renewal/Expiration Date	Action
ACADEMIC	Licensure	Elementary, 1-6, Temporary	June 15, 2005	April 6, 2006	Expired	April 6, 2007	
ACADEMIC	Licensure	Principal/Assistant Principal, 5-8, Initial	May 15, 2006	March 28, 2011	Licensed		
ACADEMIC	Licensure	Principal/Assistant Principal, 5-8, Professional			Idle		
ACADEMIC	Licensure	Principal/Assistant Principal, 9-12, Initial	May 15, 2006	March 28, 2011	Licensed		
ACADEMIC	Licensure	Principal/Assistant Principal, PreK-6, Initial	May 15, 2006	March 28, 2011	Licensed		
ACADEMIC	Licensure	Principal/Assistant Principal, PreK-6, Professional			Idle		
ACADEMIC	Licensure	Superintendent/Assistant Superintendent, All Levels, Initial	May 30, 2023		Ready for Review		Change status to Idle

Click  button on the left side to see relicensure records and click  button to collapse.

Correspondence

To view/print correspondence press [Correspondence History](#) [Give Districts Access](#)

Documents

To view documents press [View Documents](#)

To upload documents press [Upload Documents](#)

Affidavit History

To view the affidavit history press [Affidavit History](#)

Payment History

To view the payment history and/or make a payment press [View Payment History](#)

TEST Results

To view the TEST results press [View Test Results](#) [Give Districts Access](#)

College Endorsements

To view college endorsements press [View College Endorsement](#)

License Information - View/Print

To view your information press [View/Print](#)

Done

State of New Hampshire

State Board of Education

Kimberly J. Organek

Ed ID: 65675

Experienced Educator License

Code	Endorsement	Valid From	Expires
1811	Elementary Education (K-8)	4/20/2022	6/30/2025
0003	Principal	4/20/2022	6/30/2025
0001	Superintendent	4/20/2022	6/30/2025



Frank Edelblut, Commissioner
Department of Education



Stephen Appleby, Division Director
Department of Education

This credential certifies that the person named above is authorized for employment in New Hampshire schools in accordance with RSA 186:11.X. The holder of this credential is responsible for being knowledgeable regarding current requirements for maintaining an active credential. Credential holders are subject to NH Code of Ethics and Code of Conduct requirements. Beginning Educators, Experienced Educators, Professional Educators, School Nurses, and Para educators have met all licensing requirements. Intern credential holders are completing a plan to meet all licensing requirements. Any alteration of this credential violates RSA 638. To verify current credential status: <https://www.education.nh.gov>

UNIVERSITY OF NEW HAMPSHIRE

Date Issued: 16-JUL-2010

Page: 1

Date of Birth: 24-JAN

ID: [REDACTED]

Record of: Kimberly J. Organek
Current Name: Kimberly J. Organek
905-1 Mammoth Road
Manchester, NH 03104

Issued to: Kimberly J. Organek
905-1 Mammoth Road
Manchester, NH 03104

Course Level: Graduate degree

Primary Program
College: Graduate School
Major: Educational Admin/Supervision

Comments:
Graduate degree credit is earned for all courses below with grades of "B" or higher (unless otherwise noted with *). Courses with "C" or "D" grades which have been approved for degree credit are noted with an asterisk (*).
Completed a state approved teacher education program and recommended for certification as Superintendent of Schools.

Degrees Awarded Certificate Adv Graduate Study 01-SEP-2009

Primary Degree
Major: Educational Admin/Supervision

SUBJ NO. COURSE TITLE CRED GRD PTS R

INSTITUTION CREDIT:

Fall 2005	Graduate School			
EDUC 962	Educ Admin/Supervision	4.00 A	16.00	
EDUC 963	Educ Finance & Business Mgt	4.00 A	16.00	
Ehrs: 8.00	School Law	32.00 GPA:	4.00	
Spring 2006	Graduate School			
EDUC 965	Educ Admin/Supervision	4.00 A	16.00	
EDUC 972	Educational Program Evaluation	4.00 A	16.00	
Ehrs: 8.00	Program Eval	32.00 GPA:	4.00	
Summer 2006	Graduate School			
EDUC 964	Educ Admin/Supervision	4.00 A	16.00	

***** CONTINUED ON NEXT COLUMN *****

AN OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND

This official record is signed and sealed with the seal of the University of New Hampshire. It is a permanent record and should not be altered. A raised seal is not required. When photocopied, a security watermark containing the name of the institution should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

SUBJ NO. COURSE TITLE CRED GRD PTS R

Institution Information continued:
EDUC 995 Ind Study/Practicum in Educ
Ehrs: 8.00 GPA-Hrs: 8.00 Opts: 32.00 GPA: 4.00

Fall 2006
Withdrawn Effective SEP-08-2006

Summer 2007
Graduate School
EDUC 977 Leadership Dist Level Admin
Ehrs: 4.00 GPA-Hrs: 4.00 Opts: 16.00 GPA: 4.00

Fall 2007
Readmitted

Graduate School
EDUC 971 School Facilities Management 4.00 A 16.00
EDUC 973 Policy, Politics, & Planning 4.00 A 16.00
Ehrs: 8.00 GPA-Hrs: 8.00 Opts: 32.00 GPA: 4.00

Spring 2008

Graduate School
EDUC 968 Collective Bargaining Pub Educ 4.00 A 16.00
EDUC 995 Independent Study 1.00 A 4.00
Ehrs: 5.00 GPA-Hrs: 5.00 Opts: 20.00 GPA: 4.00

Summer 2008

Graduate School
EDUC 974 Admin Internship/Field Project 6.00 CR 0.00
Ehrs: 6.00 GPA-Hrs: 0.00 Opts: 0.00 GPA: 0.00

Fall 2008

Graduate School
EDUC 975 Admin Internship/Field Project 6.00 CR 0.00
***** CONTINUED ON PAGE 2 *****

REFLECT DOCUMENT SIGNATURE BELOW (S) (DISTRICT)

In compliance with the Family Educational Rights and Privacy Act of 1974, this information is released on the condition that the recipient will not permit any other party to have access to such information without the written consent of the student.

Kathryn P. Forbes University Registrar

Date Issued: 16 JUN 2010

Page: 2

Date of Birth: 24 JAN

ID: [REDACTED]

Record of: Kimberly J. Orbanek
Level: Graduate degree

SUBJ NO. COURSE TITLE CRED GRD PTS R

Institution Information continued:

Hrs: 6.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00

Spring 2009
Degree Status: Discontinued

Summer 2009

Reinstated for Graduation

***** TRANSCRIPT TOTALS *****

TOTAL INSTITUTION Earned Hrs GPA-Hrs Points GPA

53.00 41.00 164.00 4.00

TOTAL TRANSFER

0.00 0.00 0.00 0.00

OVERALL

53.00 41.00 164.00 4.00

***** END OF TRANSCRIPT *****

AN OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND

REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

This official, sealed and signed transcript is printed on blue SECUR-SAFE paper with the name of the university printed in white across the top of the document. A raised seal is not required. When photocopied, a security statement explaining the name of the institution should appear. A BLACK OR WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

Kathryn P. Forbes, University Registrar

In compliance with the Family Educational Rights and Privacy Act of 1974, this information is released on the condition that the recipient will not permit any other party to have access to such information without the written consent of the student.

Kimberly Organek
4 Marshall Road
Hampstead, NH 03841
kimberlyorganek@gmail.com
603.560.6788

May 31, 2023

To Whom It May Concern:

It is with great enthusiasm that I submit my application for the Interim Superintendent position in the Lowell Public School District. I am an educator with more than 20 years of experience in the field of education. The past fifteen of those years have been spent in administrative roles. I have worked in school districts with 3,000 – 50,000 students with diverse school populations.

In my current position as Assistant Superintendent in the Hudson School District, I oversee all areas that fall under curriculum and professional learning. Some of my additional responsibilities include budget preparation, 504s, federal grants, and the coordination of the site-based plans for alternative certification candidates.

Over the past three years in Hudson, I have had the opportunity to introduce new initiatives. This included the adoption of a Learning Management System, the creation of an alternative education program, and a summer program to address learning loss attributed to COVID.

I believe my well-rounded experiences in teaching and administrator roles in both high achieving and underperforming schools, curriculum and instructional professional development, educator evaluation and assessment/data analysis, make me a strong candidate for this leadership role. I would greatly appreciate an opportunity to meet with the selection committee to showcase my skills as an effective leader and strong administrator.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kimberly Organek', with a stylized flourish at the end.

Kimberly Organek